



# PAID SICK LEAVE

## • NOTICE OF EMPLOYEE RIGHTS •



**LAW REQUIRES EMPLOYERS TO DISPLAY THIS POSTER IN A VISIBLE AREA**

### WHO QUALIFIES FOR PAID SICK LEAVE (PSL)?

- Employees that perform at least 80 hours of work in the City of San Antonio in one year
- Excluding unpaid interns and independent contractors

### WHEN CAN PSL BE USED?

- Time off needed to be absent from work because the employee or the employee's family member experiences illness, injury, stalking, domestic abuse, sexual assault or otherwise requires medical or health care, including preventative care and mental healthcare

### HOW IS PSL EARNED?

- An employer with 1-15 employees in the preceding 12 months must provide a minimum of 48 hours of paid sick leave per year
- An employer with 16 or more employees in the preceding 12 months must provide a minimum of 64 hours of paid sick leave per year
- Unused PSL from one year (up to 48 or 64 hours, depending on the size of the employer) can be carried over to the following year
- One hour of paid sick leave is earned for every 30 hours worked

### RETALIATION

- Retaliation against an employee using or attempting to use paid sick leave is prohibited.
- Examples of retaliation include: transfer, demotion, discharge, suspension, reduction of work hours, or direct threats of these actions.

### ENFORCEMENT

- The ordinance will be enforced by the City of San Antonio Metropolitan Health District (Metro Health).
- Citations for violations will be issued to employers and penalties for violations may be assessed up to \$500 per violation by Municipal Court.

**FOR QUESTIONS OR TO FILE A COMPLAINT:**

**VISIT: [WWW.SANANTONIO.GOV/HEALTH/PAID-SICK-LEAVE](http://WWW.SANANTONIO.GOV/HEALTH/PAID-SICK-LEAVE)**

**CALL: 311**

**EMAIL: [PAIDSICKLEAVE@SANANTONIO.GOV](mailto:PAIDSICKLEAVE@SANANTONIO.GOV)**



**CITY OF SAN ANTONIO  
METROPOLITAN HEALTH DISTRICT**